

IS REWRITING OR RETYPING ALWAYS NECESSARY?

Most officials who review or sign correspondence want it to be as near perfect as possible. There is a fear that if memos and letters with slight imperfections are not rejected, the work turned out by our writers, stenographers, and typists will deteriorate. This pursuit of perfection can be carried to impractical extremes.

The fact that much rewriting and retyping could well be eliminated does not imply that our correspondence standards should be lowered. What it does suggest is that a piece of correspondence should be judged for adequacy on the basis of common sense rather than on trivialities or personal preferences. That being so, there is a point where improved results are too minute to justify spending more time in rewriting or retyping.

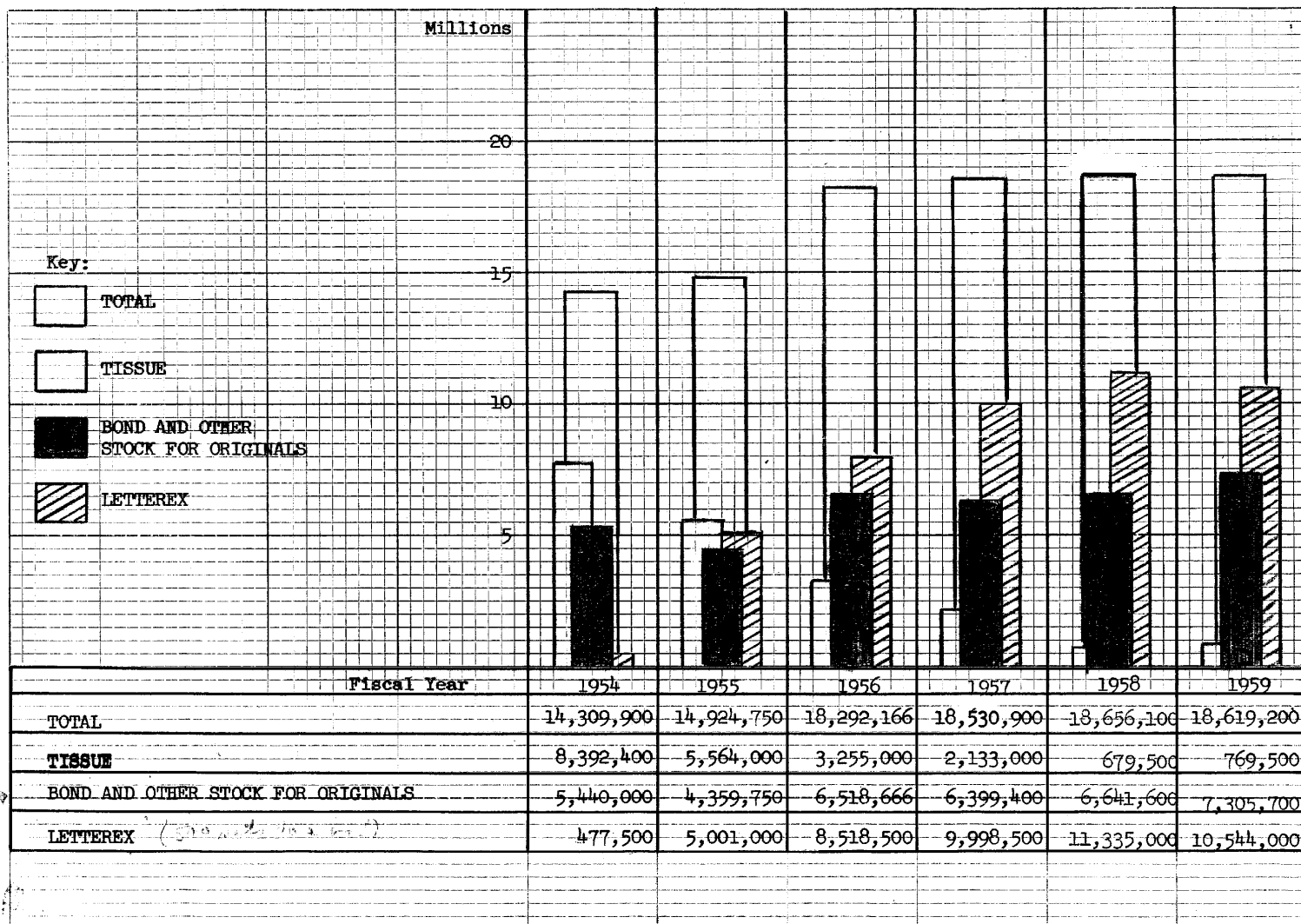
The rewriting-retyping dilemma can be eased if reviewers and signers follow this simple test of the adequacy of a paper that has been prepared for signature:

1. Will it fail to bring the same results as a rewrite?
2. Will the present version create a deservedly bad impression of the originating office or of the organization?
3. Is the nature of the correspondence such that it must be rechecked or retyped until no further improvement appears possible?
4. Would you, from the viewpoint of a taxpayer, say that the paper should be reworked?

By limiting rewriting and retyping jobs to instances in which you can truthfully say "yes" to any of these four questions, you will save an astonishing amount of time and stationery.

Records Management Officer
for Reports and Correspondence
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Believe this
can be
destroyed?

Check with Mr C

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